TAB A

CONTROLS

DETAILS OF PROOFS OF COMPUTATIONS

1. <u>Earnings</u>

    a. Upon completion of computation of earnings, the cards will be tabulated for proof. A total of hours for each annual salary category will be accumulated and the computation proved by multiplying the accumulated regular, overtime, holiday, and night differential hours by the applicable rates.

    b. The grand total of hours by type will be accumulated and balanced to the Hour Control established by Payroll Branch.

    c. (1) Post the total amount of each of the following to the Payroll Control Register:

        (a) Regular Pay
        (b) Overtime Pay
        (c) Holiday Pay
        (d) Night Differential Pay
        (e) Other Pay (TCOLA etc.)
        (f) Total Other Pay (items b thru e inclusive)
        (g) Gross Pay

        (2) In subsequent processing, whenever these items are involved, they are balanced to the Payroll Control Register.

2. <u>Deductions</u>

    a. Upon completion of computation of deductions the cards will be tabulated for proof. The amounts of the following items will be accumulated for each annual salary category.

        (1) Annual Salary
        (2) Regular Pay
        (3) Total Other Pay
        (4) Gross Pay
        (5) Tax
        (6) Retirement
        (7) FICA
        (8) Bonds
        (9) Insurance
        (10) Total Other Deductions
        (11) Net Pay
        (12) Number of Insurance Waivers
        (13) Number of Employees
        (14) Number of Tax Exemptions
        (15) Additional Tax Deductions (zero exemptions)

b. The computation will be proved as follows:

(1) Items balanced to Payroll Control.

    (a) Regular Pay
    (b) Total Other Pay
    (c) Gross Pay

(2) Items computed for proof.

    (a) (Gross Pay) - (Number tax exemptions X $26.00) X (18%) $\neq$ (additional tax deductions) = Tax.

    (b) (Gross Pay X 2%) = FICA.

    (c) (Regular Pay X 6%) = Retirement.

    (d) 1. (Number of employees with insurance) X (thousands of dollars of annual salary) $\neq$ (Number of employees with insurance) X (.25) = Insurance.

        2. The number of employees with insurance is not added when the annual salary is an even thousands of dollars (Example: $8,000).

    (e) (Gross) -((Tax) $\neq$ (Retirement or FICA) $\neq$ (Bonds) $\neq$ (Other) $\neq$ (Insurance)) = Net Pay.

(3) (a) Post the total amount of each of the following on the Payroll Control Register.

        1. Tax
        2. FICA
        3. Retirement
        4. Insurance
        5. Net Pay

    (b) In subsequent processing, whenever these items are involved, they are balanced to the Payroll Control Register.

SECRET

CONTROL REGISTERS

1. Master Card Control: A perpetual control of the items being effected each pay period by permanent actions.

2. Hour Control:

    a. Established by Payroll Branch upon receipt of Time and Attendance Cards for regular, overtime, holiday, and night differential hours.

    b. Time and Attendance Card hours are reconciled with the Hour Control by batch.

    c. Earnings card hours are balanced to total hours for regular, overtime, holiday, and night differential hours.

3. Payroll Control: Established each pay period from information posted from the Hour Control, Master Card Control and from the computations of earnings and deductions.

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COMPARISON OF CONTROLS

Items	EXCEPTION METHOD PRESENT Controlled	Computed	COMPUTATION METHOD PROPOSED Controlled	Computed
1. Master Card Control				
a. Employees Numbers			X	
b. Annual Salary			X	
c. Number Employees			X	
d. Number Ins. Waivers			X	
e. Bond Deductions	X		X	
f. Other Earnings	X		X	
g. Other Deductions	X		X	
2. Hours				
a. Regular			X	
b. Overtime	X		X	
c. Night Differential	X		X	
d. Holiday	X		X	
3. Earnings Amounts				
a. Regular	X			X
b. Overtime		X		X
c. Holiday		X		X
d. Night Differential		X		X
e. Other	X		X	
f. Gross	X			X
4. Deductions Amounts				
a. Retirement	X			X
b. Tax	X			X
c. FICA	X			X
d. Bonds	X		X	
e. Insurance	X			X
f. Other	X		X	
5. Net Pay	X			X